



ACTIVE ECOMMERCE OFFLINE PAYMENT ADD-ON DOCUMENTATION

An Add-on for **Active eCommerce CMS**



Release Date : 10 April, 2020

Author : Active IT zone

Software Framework : Laravel

Provided by : Codecanyon



#1 MULTIVENDOR ECOMMERCE
PHP SCRIPT ON UNIVERSE



ACTIVE IT ZONE LIMITED

www.activeitzone.com

T E A M O F B O R D E R L E S S P R O S P E C T



ABOUT OFFLINE PAYMENT GATEWAY

The Offline Payment Gateway for Active eCommerce CMS enables businesses to accept payments beyond traditional online methods, offering a reliable and flexible solution for customers who prefer manual transactions. Whether through bank transfers, cash deposits, or checks, all payments are securely processed, tracked, and managed directly from the admin panel. It supports all types of transactions—including checkout, wallet recharge, order repayment, seller packages, and customer subscriptions—giving merchants full control while ensuring transparency, efficiency, and a seamless shopping experience. Perfect for businesses in regions with limited online payment options, it adds flexibility and professionalism to every transaction.

INDEX

[This index is interactive; click any chapter to access it](#)

1. Install Offline Payment Gateway.....	4
2. Features included in the Offline Payment Gateway Add-on.....	6
3. Configure Offline Payment Gateway Add-on.....	6
3.1 Adding Offline Payment Methods.....	6
4. Order Completion with Offline Payment Methods.....	9
5. Repayment with Offline Payment Methods.....	10
6. Wallet Recharge with Offline Payment Methods.....	11
7. Seller Package Purchase with Offline Payment Methods.....	13
8. Customer Package Purchase with Offline Payment Methods.....	14
9. Admin Wallet Recharge for Customers.....	15

1. Install Offline Payment Gateway

To install the Offline Payment Gateway Addon, you need to follow the steps below:

- **Step 1: Prerequisite**

Before proceeding, ensure that **Active eCommerce CMS** is already installed and running on your server. The Offline Payment Gateway Addon works as an extension and requires the CMS to function.

- **Step 2: Purchase & Download**

Purchase the **Active eCommerce Offline Payment Gateway Addon** from the official marketplace or provider. After completing the purchase, download the addon file, which will be in a zipped format.

- **Step 3: Activate the Active eCommerce Offline Payment Gateway Add-on**

→ Following the given procedure below will activate the **eCommerce Offline Payment Gateway Add-on** for your domain, and you'll be able to use the script smoothly:

→ **Open Activation Page**

Open the link in the browser <https://activeitzone.com/activation/addon>

→ **Requirements**

- A valid purchase code from **CodeCanyon**. (Both Active eCommerce CMS and Active eCommerce Offline Payment Gateway Add-on)
- Your **CodeCanyon username**.

→ **Activation Details**

In the respective fields, **Enter Name, E-mail, Main Item Purchase Code, CodeCanyon Purchase Code, CodeCanyon Username, Domain Name, Select the Main Item**, and Select the specific **Addon** from the dropdown list.

→ **Submit the Form**

Click the **"Activate"** button at the bottom of the form.

- **Step 4: Access the Admin Panel**

Log in to the admin panel of your Active eCommerce CMS using your administrator credentials. Navigate to the Addon Manager section in the admin dashboard.

- **Step 5: Install the Addon**

Inside the Addon Manager, click on the Install New Addon button.

- A file upload window will appear. Click on **Choose File** and select the downloaded zip file from your system.
- Enter the purchase code of Active eCommerce CMS & Active eCommerce Offline Payment Gateway Add-on.
- Click on the Install button to begin the installation process.
- Once the installation is complete, a success message will confirm that the addon has been installed.

- **Step 6: Locate the Offline Payment Gateway Addon**

After successful installation, you will find the **Shipping System** Menu added to the left sidebar of your admin panel.

- **Step 7: Ready to Use**

The Offline Payment Gateway Addon is now installed and fully operational. Now you need to **configure the** Offline Payment Addon.

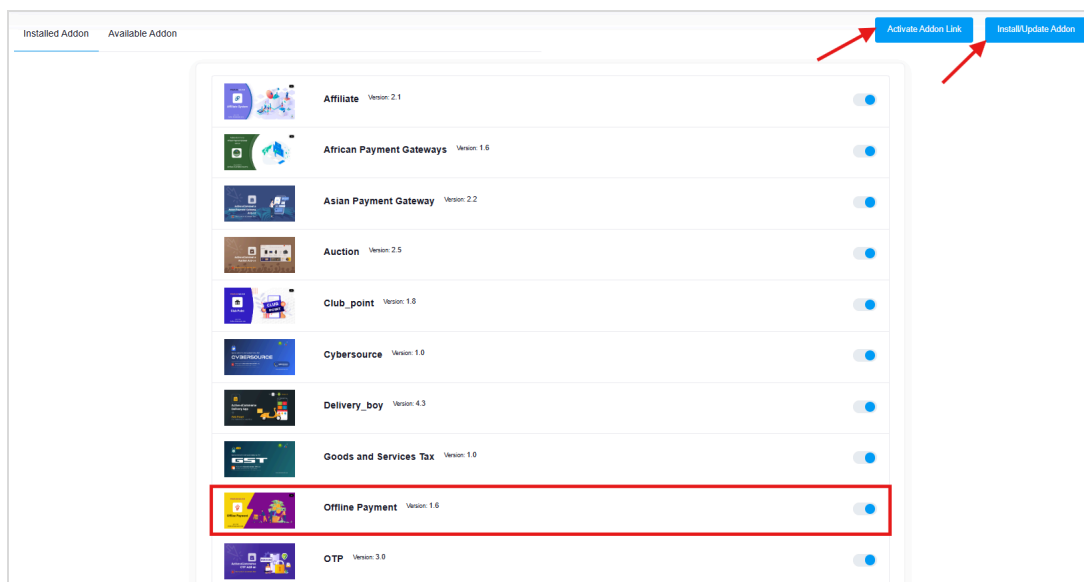


Figure 1: Addon Manager in Admin Panel of Active eCommerce CMS

2. Features included in the Offline Payment Gateway Add-on

The Offline Payment Add-on enables customers to place orders using payment methods that do not require immediate online transactions. It is designed to support manual payment processing, allowing administrators to verify and manage payments efficiently within the system.

Key features include:

- Offline Payment Gateway configuration
- Complete order with Offline payment
- Seller Package purchase with Offline Payment
- Customer Package with Offline Payment
- Manual Wallet recharge from admin and customer Panel

3. Configure Offline Payment Gateway Add-on

The system supports dynamic offline payment methods, allowing the admin to create unlimited payment options. Offline payment methods are categorized into three types:

- Bank Payment
- Check Payment
- Custom Payment

3.1 Adding Offline Payment Methods

Admins can create unlimited offline payment methods by navigating to: **Admin Panel → Offline Payment System → Manual Payment Methods**

Click the **Add New Method** button to create a new offline payment option.

- **Bank payment**

Bank Payment allows customers to pay directly via bank transfers. Multiple bank accounts can be configured to provide flexibility for customers.

Steps:

- Select Bank Payment as the payment type.
- Enter the Heading of the Payment Method.
- Upload a checkout thumbnail image.
- Add payment instructions for the customer, so that customer can easily pay through following the instruction

→ Provide one or more bank account details, providing:

- Bank Name
- Account Name
- Account Number
- Routing Number

→ Click Save to add the bank payment method

The screenshot shows a web form titled "Manual Payment Information". It contains several sections: "Type" with a dropdown menu set to "Bank Payment"; "Name" with a text input field; "Checkout Thumbnail (438x235)px" with "Browse" and "Choose File" buttons; "Payment Instruction" with a rich text editor toolbar and a large text area; and "Bank Information" with input fields for "Bank Name", "Account Name", "Account Number", and "Routing Number", followed by an "Add More" button. A "Save" button is located at the bottom right of the form.

Figure 2: Add Bank Payment Method

- **Check Payment**

Enables customers to make secure manual payments using physical checks for orders and other transactions.

Steps:

- Select Check Payment as the payment type
- Enter the Heading of the Payment Method
- Upload a checkout thumbnail image
- Add payment instructions, so that customer can easily pay through following the instruction
- Click Save to add the check payment method

- **Custom Payment**

Allows customers to make manual payments using any other offline method defined by the admin, such as money orders, offline vouchers, or specialized payment options.

Steps:

- Select type as the custom payment
- Enter the name of the payment method
- Upload a checkout thumbnail image
- Add payment instructions, so that customer can easily pay through following the instruction
- Click Save to add the check payment method
- And finally, click on Save to add your manual payment method.

Manual Payment Information

Type: Custom Payment

Name: Name

Checkout Thumbnail (438x235)px: Browse Choose File

Payment Instruction: [Rich text editor toolbar and text area]

Save

Figure 3: Add Check, custom payment method

4. Order Completion with Offline Payment Methods

Allows customers to purchase products using offline payment methods, with payments verified by the admin.

- **Step 1- Customer Action**

- During checkout, select an available Offline Payment method.
- Enter the Transaction ID for your payment.
- Upload a payment proof image (e.g., bank slip or receipt).
- Check the term & conditions and complete the order.

[The payment will be marked as unpaid until approved by the admin]

The screenshot displays the checkout interface for offline payment. At the top, there are six payment method options: Phonepe, Flutterwave, Payfast, Tap, Cash on Delivery, and dbbl. The 'dbbl' option is highlighted with a red box. Below these options, there are instructions: '1. go to bank' and '2. deposit the money', followed by a note about the bank name (U.S. Bank). A 'Transaction ID' field is provided for input. Below this is a 'Photo' section with 'Browse' and 'Choose image' buttons. A yellow banner shows the wallet balance as '\$10,320.96' with a 'Pay with wallet' button. At the bottom left, there is a checkbox for 'I agree to the terms and conditions, return policy & privacy policy' and a 'Return to shop' link. At the bottom right, there is a 'Complete Order' button. An 'Order Summary' sidebar on the right shows the total products (01), total clubpoint (00), subtotal (\$5.32), tax (\$0.00), total shipping (\$0.00), and a total of \$5.32. A coupon code field and an 'Apply' button are also present.

Figure 4: order completion with Offline payment Method

Step 2 - Admin Action:

- The filled information will appear on the admin panel Order details page.
- After verification, the payment admin would select paid/unpaid based on the information submitted.

Order Details

Assign Deliver Boy

Payment Status


Delivery Status

Tracking Code (optional)

Select Delivery Boy

Un-Paid

Pending



Mr. Customer

customer@example.com

+543987853992

Distinctio Pariatur, Doncaster, 37

Australia

Order #

20260127-09054367

Order status

Pending

Order date

27-01-2026 09:05 AM

Total amount

\$5.32


Payment method

Dbbl

Additional Info

Payment Information

Name: dbbl, Amount: \$5.32, TRX ID: 1234




#	Photo	DESCRIPTION	DELIVERY TYPE	QTY	PRICE	TOTAL
1		2 Piece Wellness Anti-Fatigue Mat Set SKU:	Home Delivery	1	\$5.32	\$5.32

Figure 5: Manage the offline order from admin

5. Repayment with Offline Payment Methods

After completing an order, customers can make pending payments through offline payment methods by navigating to **Purchase History** → **Options** → **View** for the relevant order.

- **Step - Customer Action**

- Click the “Make Payment” button below the order amount.
- A popup will appear with a dropdown field. Select the Offline Payment option from the dropdown.
- Selecting the Offline Payment option will display the available offline payment methods. Select one of the available methods.
- Fill in the payment form with the following details:
 - Transaction ID
 - Upload a payment proof (e.g., bank slip or custom payment proof)
- Submit the form.

[The payment will be marked as unpaid until approved by the admin]

[The admin manages the pending payment using the same workflow as offline payments during checkout.]

Order Details

#	Product	Variation	Quantity	Delivery Type	Price	Refund	Review
01	Apple AirPods- Active eCommerce CMS		1	Home Delivery	\$130.00	Non-refundable	Not Delivered Yet

Order Ammount

Subtotal	\$130.00
Shipping	\$20.00
Tax	\$10.00
Coupon	\$0.00
Total	\$160.00

Make Payment

Figure 6: Order re-payment with Offline Payment Method

Select Payment Type

Payment Type

Select One

Cancel

Figure 7: Section offline Payment as Payment Type

Offline Order Payment

U.S. Bank

Money Order

This is demo bank information for the Active eCommerce CMS, developed by Active IT Zone Limited, a Power Elite Author on Envato Marketplace. It is provided only for demonstration purposes and intended to showcase the system's payment flow. No real transactions will be processed.

Transaction ID *

Transaction ID

Photo

Browse
Choose image

Confirm

Figure 8: Select an offline method

6. Wallet Recharge with Offline Payment Methods

Customers can recharge their wallet using offline payment methods from the **Customer Dashboard** → **Wallet** page by submitting payment details for manual verification by the admin.

- Step 1- Customer Action**
 - Click Offline Wallet Recharge.

- A popup will appear with a dropdown field. Select the Offline Payment option from the dropdown.
- Selecting the Offline Payment option will display the available offline payment methods. Select one of the available methods.
- Fill in the recharge form with the following details:
 - Amount
 - Transaction ID
 - Upload a payment proof (e.g., bank slip or custom payment proof)
- Submit the form.

[The wallet recharge will remain pending until it is approved by the admin.]

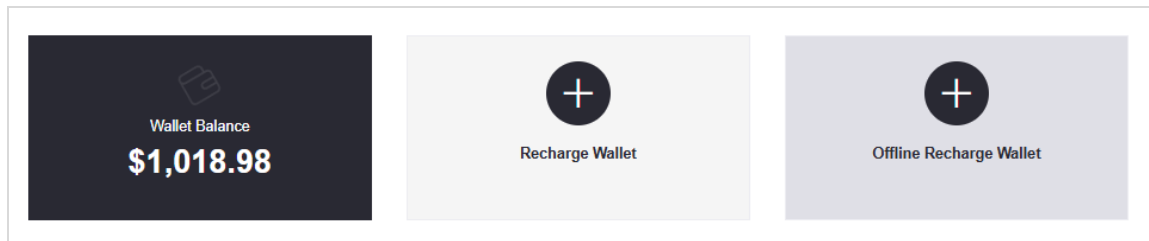


Figure 9: Offline wallet recharge option in Customer Panel

• **Step 2 - Admin Action:**

- Review the submitted wallet recharge details from Offline **Payment Gateway** → **Offline Wallet Recharge**. Click on Open Receipt to view the receipt.
- Approve or reject the wallet recharge request by toggling the **Approval** button based on the provided information.

Offline Wallet Recharge Requests							Pending	Type & Enter
#	Name	Recharged By	Amount	Method	TXN ID	Photo	Approval	Date
1	Indrighn	Admin	1000	dbbl	1234	Open Receipt	<input checked="" type="checkbox"/>	2026-01-26 11:35:31
2	Mr. Customer	Admin	100	dbbl	brdhtgtd	Open Receipt	<input checked="" type="checkbox"/>	2026-01-25 09:30:30
3	Mr. Customer	Admin	100	dbbl	vsdfbv1234	Open Receipt	<input checked="" type="checkbox"/>	2026-01-25 09:24:10

Figure 10: Wallet recharge approval request page in admin panel

7. Seller Package Purchase with Offline Payment Methods

Allows sellers to purchase packages using offline payment methods, submitting payment details for manual verification by the admin.

- **Step 1- Seller Action**

- Navigate to the **Seller Panel** → **Upgrade Package**.
- It will redirect to a package plans page, click on **purchase package** button
- A popup will appear with a dropdown field. Select the Offline Payment option from the dropdown.
- Selecting the Offline Payment option will display the available offline payment methods. Select one of the available methods.
- Fill in the recharge form with the following details:
 - Transaction ID
 - Upload a payment proof (e.g., bank slip or custom payment proof)
- Submit the form.

[The seller Package Purchase payment will remain pending until it is approved by the admin.]

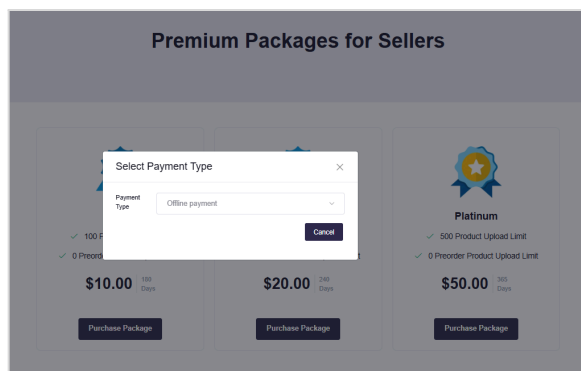


Figure 11: Select offline payment as payment type

The image shows a form titled "Offline Order Payment". It has two image upload fields labeled "U.S. Bank" and "Money Order". Below these fields is a text area with a disclaimer: "This is demo bank information for the Active eCommerce CMS, developed by Active IT Zone Limited, a Power Elite Author on Envato Marketplace. It is provided only for demonstration purposes and intended to showcase the system's payment flow. No real transactions will be processed." Below the text area are input fields for "Transaction ID" and "Photo" (with "Browse" and "Choose image" buttons). A "Confirm" button is at the bottom right.

Figure 12: Select an offline method

- **Step 2 - Admin Action:**

- Review the submitted wallet recharge details from Offline **Payment Gateway** → **Seller Package payments page**.. Click on Open Receipt to view the receipt.
- Approve or reject the wallet recharge request by toggling the **Approval** button based on the provided information.









Offline Seller Package Payment Requests							
#	Name	Package	Method	TXN ID	Receipt	Approval	Date
1	Robert A. Stewart	Platinum	Money Order	1234			2025-12-11 00:35:09
2	Mark E. Reale	Platinum	U.S. Bank	1234			2025-12-10 23:57:52
3	Mark E. Reale	Platinum	U.S. Bank	1234			2025-12-10 20:19:00
4	Charles S. Hopkins	Platinum	U.S. Bank	1234			2025-12-10 00:14:38
5	Velma B. Woods	Platinum	U.S. Bank	1234			2025-12-10 00:12:46
6	Velma B. Woods	Platinum	U.S. Bank	1234			2025-12-09 20:37:59
7	Barbara D. Huston	Platinum	U.S. Bank	1234	Open Receipt		2025-12-08 02:47:13
8	William L. Carney	Platinum	U.S. Bank	1234			2025-12-08 01:47:41

Figure 13: Seller Package Payment approval page in admin panel

8. Customer Package Purchase with Offline Payment Methods

Customers can purchase packages to upload classified products using offline payment methods from the Customer Panel.

- **Step 1- Customer Action**

- **Customer Panel → Upgrade Package.**

- It will redirect to a package plans page, click on purchase package button

- A popup will appear with a dropdown field. Select the Offline Payment option from the dropdown.

- Selecting the Offline Payment option will display the available offline payment methods. Select one of the available methods.

- Fill in the recharge form with the following details:

- Transaction ID

- Upload a payment proof (e.g., bank slip or custom payment proof)

- Submit the form.

[The customer package Purchase payment will remain pending until it is approved by the admin.]

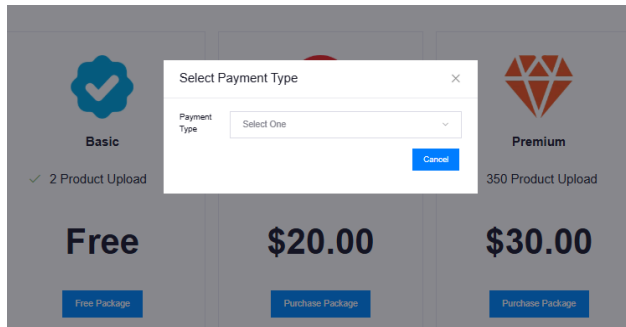


Figure 14: Select offline payment as payment type

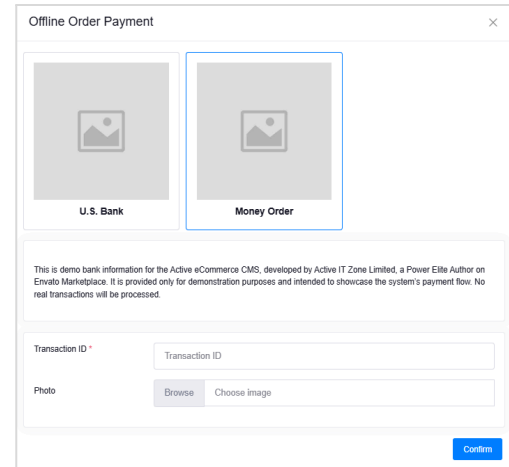


Figure 15: Select an offline method

Step 2 - Admin Action:


- Review the submitted Package Payment details from **Offline Payment Gateway** → **Offline Package Page**.
- Approve or reject the wallet recharge request based on the provided information.


9. Admin Manual Wallet Recharge for Customers


The admin can credit a customer's wallet for payments received externally, using offline payment methods directly from the admin panel.

• Step 1- Admin Action

- Customer List → options → Recharge Wallet
- Fill in the recharge form with the following details:
 - Amount
 - Transaction ID
 - Upload a payment proof (e.g., bank slip or custom payment proof) and click confirm. And customers' wallets will be recharged successfully.

 Log in as this Customer

 Ban this Customer

 **Wallet Recharge**



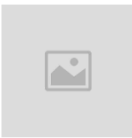
 Delete

Figure 16: Select Wallet Recharge option

Offline Wallet Recharge


dbbl


Money Order

Amount

Transaction ID

Photo

Browse

Choose image

Figure 17: Select an offline method

THANK YOU